

STATE OF NEW JERSEY  
**OFFICE OF THE CHILD ADVOCATE**  
135 West Hanover Street, 3<sup>rd</sup> Floor  
P.O. Box 092  
Trenton, New Jersey 08625-0092  
Telephone: (609) 984-1188  
Fax: (609) 292-1435  
www.childadvocate.nj.gov

**INTERNAL USE ONLY**

KidsVoice \_\_\_\_\_

Website \_\_\_\_\_

Correspondence \_\_\_\_\_

Project \_\_\_\_\_

**REQUEST FOR ASSISTANCE OR INVESTIGATION**

Date of Complaint: \_\_\_\_\_

To request that an investigation be conducted by the Office of the Child Advocate, please complete the form below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Child's Name	Date of Birth	Male or Female?	Address/Telephone #	Caretaker's Name(s) & Relationship to Child

What is your current relationship to the child(ren) or family?

\_\_\_\_\_ Child's Biological Parent

\_\_\_\_\_ Child's Legal Guardian

\_\_\_\_\_ Child's Grandparent

\_\_\_\_\_ Other Relative

\_\_\_\_\_ Licensed Foster Parent

\_\_\_\_\_ Community Professional or Service Provider

\_\_\_\_\_ Other (please explain) \_\_\_\_\_

Is the child (or children) currently represented by an attorney or child advocate?

\_\_\_\_\_ No

\_\_\_\_\_ Unknown

\_\_\_\_\_ Yes (Please provide name, address and telephone number, if known) \_\_\_\_\_

If DYFS is involved, please provide the DYFS File Number and the name and office location of caseworker: \_\_\_\_\_

(OVER)

**OCA REQUEST FOR INVESTIGATION (CONTINUED)**

Brief description of the problem or request (attach additional pages if necessary) \_\_\_\_\_

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How did you learn of the problem? \_\_\_\_\_

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What steps you have taken to attempt to resolve the problem? Where available, please include the names of people you have spoken with and the name of their organization, etc. (attach additional pages if necessary) \_\_\_\_\_

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What action are you seeking to resolve your complaint or request? \_\_\_\_\_

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Any other information you would like to provide that is relevant to the problem: \_\_\_\_\_

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\_\_\_\_\_  
Signature

If you have an emergency, please contact the police immediately or call 9-1-1. The Office of the Child Advocate is not a first-response office.